

RFQ # 15-011-16
REQUEST FOR QUALIFICATIONS for
CONSULTING SERVICES FOR
GRANT COMPETITION PROPOSAL DEVELOPMENT AND
SUBMISSION
FOR
SHELBY COUNTY, TENNESSEE

Shelby County Government, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a consultant firm to provide professional services for the development of a grant submission for the U.S. Department of Housing and Urban Development National Disaster Resilience Competition on behalf of Shelby County Government. Shelby County is issuing this Request for Qualifications (RFQ) to solicit written proposals from consultants who are interested in providing this service. Based on an evaluation of responses to this RFQ, a consultant will be selected and invited to participate in further discussions and negotiation of a contract agreement for the requested services.

GENERAL INFORMATION:

The U.S. Department of Housing and Urban Development (HUD), in collaboration with the Rockefeller Foundation (Rockefeller), is providing significant resources and support to communities to help them become more resilient. The National Disaster Resilience Competition (NDRC) is a two-phase process that will competitively award nearly \$1 billion in HUD Disaster Recovery funds to eligible communities. (FR-5800-N-29) The competition will help communities recover from prior disasters and improve their ability to withstand and recover more quickly from future disasters, hazards, and shocks. Shelby County Government is identified as an eligible community to submit an application in this competition.

The competition is structured in two phases: (1) a framing phase and (2) an implementation phase. During Phase 1, applicants will consider their disaster recovery needs, vulnerabilities, stakeholder interests, resilience, community development objectives, and investment alternatives. In Phase 2, applicants will consider and refine approaches to meet their needs and objectives identified in Phase 1. HUD will invite a subset of applicants from Phase 1 to participate in Phase 2. HUD will make funding awards at the conclusion of Phase 2.

A resilient community is able to resist and rapidly recover from disasters or other shocks with minimal outside assistance. Reducing current and future risk is essential to the long-term vitality, economic well-being, and security of all communities. By identifying future risk and vulnerabilities, resilient recovery planning can maximize preparedness, save lives, and bring benefits to a community long after recovery projects are complete.

This competition encourages American communities to consider not only the infrastructure needed to become resilient, but also the social and economic characteristics that allow communities to quickly bounce back after a disruption. For example, applicants need to consider

how their projects will promote community development goals, ensure meaningful public engagement and participation, and build collaborations with neighboring jurisdictions and stakeholders who are critical partners in preventing, mitigating, and recovering from disasters. Through the NDRC, HUD seeks to meet the following six objectives:

1. Fairly and effectively allocate the CDBG Disaster Recovery funds.
2. Create multiple examples of modern disaster recovery that applies science-based and forward-looking risk analysis to address recovery, resilience, and revitalization needs.
3. Leave a legacy of institutionalizing the implementation of thoughtful, sound, and resilient
4. Provide resources to help communities plan and implement disaster recovery that makes them more resilient to future threats or hazards, including extreme weather events and climate change, while also improving quality of life for existing residents and making communities more resilient to economic stresses or other shocks.
5. Fully engage and inform community stakeholders about the impacts of climate change and assist in developing pathways to resilience based on sound science.
6. Leverage investments from the philanthropic community to help communities define problems, set policy goals, explore options, and craft solutions for local and regional resilient recovery strategies.

SCOPE OF SERVICES:

The selected consultant will be responsible for developing a grant submission in response to the U.S. Department of Housing and Urban Development CFDA 14.272 (**FR-5800-N-29**) for the National Disaster Resilience Competition on behalf of Shelby County.

1. Work collaboratively, under the leadership of Shelby County designated representatives, with all participating jurisdictions in developing a proposal for submission in the National Disaster Resilience Competition to the U. S. Department of Housing and Urban Development.
2. Work collaboratively with all jurisdictions, agencies and stakeholders to collect and compile supporting data and information necessary to validate final proposals and recommendations for submission and consideration in the competition.
3. Prepare all drafts and the final submission to meet all agreed upon time frames with Shelby County as well as those required in the competition guidelines.

4. Produce a professionally drafted submission that meets all application criteria contained in FR 5800-N-29 and all subsequent updates to the initial release for both Phase I and Phase II consideration including all supporting data, documents and reports.
5. Please see the following website link for grant information.

<http://www.grants.gov/search-grants.html?agencies%3DHUD%7CDepartment%20of%20Housing%20and%20Urban%20Development>

Interested consultants should submit a Letter of Interest and Statement of Qualifications including, but not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Summary of suggested approach to meet the objectives for the project as described in the Scope of Services section.
- Past experience in Disaster Planning, Disaster Recovery Consultation, Disaster Mitigation Design, and experience with HUD, FEMA, and SBA Disaster contracts and recovery implementation and management.
- Overview of consulting team including clear statements of expertise in project of this nature.
- Adhere to all Title VI requirements and provide proof/documentation. Qualifications in complying with HUD Section 3 requirements.
- Key personnel's professional qualifications and experience and availability to undertake the tasks outlined above; their reputation and professional integrity and competence.
- Current workload and demonstrated ability to meet schedules without compromising sound planning practices.
- At least three (3) project references.
- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.
- Familiarity with the requirements of the Community Development Block Grant Program and the CDBG-DR program.
- Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

Submittal Format / Evaluation Criteria

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements
 - Cover letter
 - Firm name, address, and telephone number
 - Point of contact: name and telephone number
 - Written statement of compliance with Title VI and HUD Section 3.
2. Capacity to perform required services

- Areas of expertise addressed by the team members presented in submittal
3. Qualifications
 - Company overview for all consulting firms participating as team members
 - Resumes for proposal project manager and staff from each participating firm
 4. Experience

Provide case study information documenting relevant experience (minimum of four examples). Case studies shall list the following as a minimum:

 - Client and client's point of contact information
 - Firm's role in project
 - Project staff and their role
 5. Methodology

Summary of suggested approach and methodology shall include:

 - Clearly defined scope of work
 - Proposed distribution of tasks among team members
 - Organizational chart, including all team members

Non-discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

Disclosure of Proposal Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be 12:00 pm, Wednesday, November 19, 2014 (CST).***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original, six copies, and a digital CD of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Vasco A. Smith Administration Building, Purchasing Department, Room 900, 160 North Main Street, 38103.

Please Note: As a part of doing business with Shelby County, each individual, company, or organization is required to obtain an "Equal Opportunity Compliance" certification number prior to submitting your response.

You can access the online applications to receive the numbers indicated above at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)

At the top of the home page, click on the links "Department," "P" for the Purchasing Department and "Conducting Business with Shelby County." The "Vendor Registration" link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (***Applications for a vendor number are accepted online only.***)

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

At the top of the home page, click on the links "Department," "E" for the Equal Opportunity Compliance and "Contract Compliance Program." The "Contract Compliance Packet" link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 900, Memphis, TN 38103. The fax number is 901-222-1101.

If you have any questions regarding the application, you may contact Purchasing at (901)222-2250 or the EOC Administration at (901) 222-1100.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM, Monday, December 1, 2014 (CST). The package containing an original, four copies and one (1) Digital CD of your response must be sealed and marked with the Proposer's name and, "Confidential, Consulting Services, Grant Competition Proposal Development and Submission for Shelby County, Tennessee".

A Consultant Review Committee (CRC) that will identify the most qualified proposers will review submittals. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified LOSB firms, Disadvantaged Business Enterprise (DBE) firms, Section 3 Business Enterprises, as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements